

State of Connecticut  
**JOB POSTING**

DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION  
P.O. Box 872  
Southbury, CT 06488  
Head Nurse

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE**

**POSTING DATE:** March 16, 2011

**CLOSING DATE:** March 21, 2011

**POSITION:** Head Nurse

**POSITION #:** 097446

**LOCATION:** Lower Fairfield Center - Norwalk

**SALARY:** \$2,133.95/bi-weekly

**SCHEDULE:** 1<sup>st</sup> Shift ~  
**Week 1** –Monday, Tuesday, Wednesday, Thursday 6:00am – 2:30pm, RDO's Friday, Saturday, Sunday  
**Week 2** – Saturday, Sunday, Monday, Wednesday 6:00am – 2:30pm, Thursday 6:00am – 12:30pm, RDO's Friday, Tuesday

**HOURS PER PAY PERIOD:** Full Time – 70 hours/bi-weekly

**DESCRIPTION OF DUTIES:** Duties consistent with the Head Nurse job classification. Conducts nursing assessments; develops and implements nursing and/or health care plans; provides supervision of staff and monitors nursing services; provides admission and discharge nursing assessments including plans for continuing care; assures nursing care programs are carried out thoroughly and on schedule; investigates problems which have been referred by staff, other team members and department; reviews diets and nutritional needs of clients; maintains records of drugs used, stored and secured; provides for nursing services to comply with ICF regulations, JCAHO standards, etc.; provides nursing input to interdisciplinary health care plans and individual client programs; will act as important member of the Team to provide medical information and attend meetings and make reports on health status. Responsibility will also include nurse duties at the Family Respite Center on campus. This includes, but is not limited to, attending initial interviews (pre-visit) with the family; attending team meetings to review guest profiles; schedule appropriate groupings and reviewing respite center visits; collecting the guests health and medical information prior to admissions; obtaining, maintaining and kardexing accurate physician's orders; reviewing guest health care plans; participating at client admissions and in-servicing staff. Performs other related duties.

**EXPERIENCE AND TRAINING**

**General Experience:** Two (2) years of experience as a registered professional nurse.

**Special Requirements:** Incumbents in this class must possess and retain a license as a registered nurse in Connecticut

**Substitutions Allowed:** A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.

**TO APPLY:** Please send a resume and PLD-1 including the position number and provide a copy of your most recent performance appraisal or two letters of reference **by 11:59pm on the closing date indicated above**. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**Send Applications to:**  
Department of Developmental Services West Region  
P.O. Box 872, Southbury, CT 06488  
Attention: Belinda D. Weaver  
Fax: 203-586-2706  
E-mail: [belinda.weaver@ct.gov](mailto:belinda.weaver@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.